

Systems Deployment Coordinator

The Systems Deployment Coordinator will be responsible for the deployment of technology infrastructure and related systems for new locations. This individual will play a key role in coordinating technology requirements with Construction & Design teams, interfacing with architects, and ensuring that systems are delivered according to established frameworks. This individual will be involved in vendor mobilization, status tracking, and ensuring deliverables are met. This individual will also conduct final systems commissioning and acceptance. This individual will report to the Project Manager for Platform Services.

Responsibilities:

- Participate in defining technology standards and ensure those standards are adhered to.
- Coordinate network deployments, including data ports, switches, access points, and firewalls.
- Coordinate AV systems deployments, including conference room technologies, distributed audio systems, and presentation systems.
- Coordinate access control deployments, including door controllers and card readers.
- Coordinate auxiliary device deployments, including tablets, computers, VoIP telephones, and multi-function printers.
- Engage with Construction and Design teams during space planning and construction drawing reviews with architects.
- Respond to requests for information (RFI's) from General Contractors, Construction Managers, and Architects related to infrastructure and hardware requirements.
- Define requisite hardware, quantities, and installation requirements to vendors, in close coordination with internal Procurement teams.
- Coordinate with third-party partners, vendors, and service providers, in the planning and execution of each project; including procurement of materials and services.
- Ensure deployed systems adhere to established frameworks and digitally organize documentation consistently across projects.
- Participate in the implementation of technology infrastructure and services, in a project support role as new installations, implementations, and practices are developed.
- Assist the Project Manager with ensuring that vendors are mobilized according to the project plan.
- Commission technologies that are deployed in new locations, performing systems acceptance testing in accordance with defined checklists.

Key Requirements:

- Ability to handle complex problems and projects that involve cross-disciplinary teams.
- Ability to work effectively both individually and as part of a team.
- Effective communication and interpersonal skills.
- 3+ years of experience with deployment basic technology systems, including networking, audio-visual, and access control.
- Advanced competency in Microsoft applications including Word, Excel, and Outlook.
- Experience with digital management or organizational platforms such as DropBox, SharePoint, MSPProject, Smartsheets, Trello, or similar.
- Ability to Consistent, nation-wide travel to new locations to perform commissioning and acceptance duties.
- Attention to detail, and excellent numerical, analytical, and problem-solving skills.
- Bachelor's Degree in a business or technology management discipline, or a related field of study preferred.